



City of Torrance, Community Services Department

Picnic Permit Request

Application for Use of Designated Picnic Areas & Facilities

City of Torrance  
Community Services Department/Facility Booking Office  
3031 Torrance Boulevard, Torrance, CA 90503  
Phone (310) 618-5982 • Fax (310) 781-7598

**NOTE TO APPLICANT:** Please type or print firmly using a ball point pen. Any person applying for the use of City property on behalf of any society, group or organization must present satisfactory credentials to the Community Services Department representative in charge of permits, prior to the filing of such applications.

Date of Application: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

1. Name of Representative: \_\_\_\_\_ Hm. Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_
2. Name of Organization: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_
3. Name of Alternate Representative: \_\_\_\_\_ Phone: \_\_\_\_\_
4. Name of Park: \_\_\_\_\_  

☐ Picnic Tables      ☐ Stage or Amphitheater      ☐ Bouncer

All groups of 100 or more must supply proof of liability insurance in the amount of One Million Dollars with the City of Torrance named as additionally insured.

5. Date Requested: \_\_\_\_\_ Day of Week: \_\_\_\_\_
6. Starting Time: \_\_\_\_\_ A.M./P.M. Ending Time: \_\_\_\_\_ A.M./P.M. Total Number of Hours: \_\_\_\_\_
7. Type of Activity: \_\_\_\_\_
8. Do you request the use of amplified sound (Permitted only with the rental of the Gazebo at Wilson Park or the Bandshell at Torrance Park)? ☐ Yes ☐ No  
Starting Time: \_\_\_\_\_ A.M./P.M. Ending Time: \_\_\_\_\_ A.M./P.M.  
If amplified sound is requested, the applicant must obtain the proper sound permits no less than 30 DAYS prior to event per Municipal Codes 46.1.1; 46.1.2; 46.1.3.
9. Is electric power requested? ☐ Yes ☐ No If yes, please name item(s) for which power is needed: \_\_\_\_\_
10. Do you request the use of a ball field? ☐ Yes ☐ No (Additional fees apply)
11. Do you request the use of any handicapped accessible picnic tables? ☐ Yes ☐ No If yes, how many? \_\_\_\_\_
12. Estimated Attendance: \_\_\_\_\_
13. Group is responsible for set-up and clean up, observing all facility Rules and Regulations (see reverse side of this form), and for maintaining an acceptable standard of behavior; failure to do so may result in partial/full loss of security deposit. *Please initial here:* \_\_\_\_\_
14. Signature of Person Requesting Reservation: \_\_\_\_\_

FOR OFFICE USE ONLY

FEES		OTHER	
Picnic Fee	\$ _____	Date Paid: _____	_____
Refundable Deposit	\$ _____	Check # _____	_____
Insurance Fee	\$ _____	Receipt # _____	_____
Concession Stand	\$ _____		_____
Bounce Fee	\$ _____		_____
Staff Fees	\$ _____		_____
Amphitheatre	\$ _____	Fee Rate:	Refund Process Started
Other _____	\$ _____	<input type="checkbox"/> Standard <input type="checkbox"/> Non-Profit <input type="checkbox"/> Waiver	Date: _____
TOTAL FEES	\$ _____		<input type="checkbox"/> Refund Denied: See attached

The above application ☐ IS ☐ IS NOT granted  
John Jones, Community Services Director

By: \_\_\_\_\_ Date \_\_\_\_\_

## **GENERAL POLICY**

Facility use agreements are issued in accordance with the policies established by the City Council and the Parks and Recreation Commission. All reservation forms must be completed and signed and all fees and deposits paid before reservation requests can be considered for approval.

## **GENERAL INFORMATION**

Permits may be revoked if there is a conflict with Department use. The Department will attempt to give timely notice of such a conflict. Permits may be revoked and/or denied in the future if there is any abuse to City buildings, facilities, or equipment, or if there is any violation of the Torrance Municipal Code. If it is necessary for the applicant to cancel a reservation, notify the Community Services Department a minimum of 48 hours prior to the reservation date. Twenty percent (20%) of the reservation fee will be retained on all cancellations initiated by the user. City personnel are entitled to enter any facility at any time.

## **PROHIBITED IN OR ON PARK FACILITIES ARE:**

1. Consumption of alcoholic beverages (TMC 49.2.6)
2. Use of tacks, nails, screws, etc.
3. Model airplanes, cars, and boats
4. Golf
5. Overnight camping (TMC 61.6.31).
6. Dogs without leashes (TMC 41.1.5).
7. Fireworks

## **PROHIBITED UNLESS A SPECIFIC PERMIT HAS BEEN GRANTED BY THE DIRECTOR:**

1. Youth group overnight camping.
2. Advertisements, petitions, or solicitations.
3. Electric-amplifying equipment or other sound-amplifying equipment.
4. Parking and driving of cars on park grounds other than parking lots.

## **AS A CONDITION OF THIS RESERVATION, ALL INDIVIDUALS AND GROUPS AGREE TO:**

- Be responsible for care and protection of equipment and property, leaving them in a clean, undamaged condition. The applicant agrees to reimburse the Department for any equipment or supplies damaged or lost.
- Be responsible for the behavior of all group members.
- Provide one (1) responsible adult for each ten (10) children as supervision for any activity involving minors.
- Use the facilities at their own risk and not hold the City of Torrance responsible in the event of loss, damage or injury.
- Observe all Department rules and regulations in addition to those listed on this permit.
- Vacate the facility at the close of the reservation period.